

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 23-120

**Date Received:** September 7, 2023

**Title:** AMS Checklist-Guidance References-BPA Checklist & Contract File Checklist

---

**Initiator Name:** Stephen Mangan

**Initiator Organization Name / Routing Code:** Procurement Policy Branch, AAP-110

**Initiator Phone:** 202-267-7387

**ASAG Member Name:** Monica Rheinhardt

**ASAG Member Phone:** 202-267-1441

**Policy and Guidance:** (Please check only one box)

- |  |  |
|--|--|
| <input type="checkbox"/> Policy                            | <input type="checkbox"/> Procurement Tools and Resources     |
| <input type="checkbox"/> Guidance                          | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples               | <input type="checkbox"/> Procurement Clauses                 |
| <input type="checkbox"/> Procurement Templates             | <input type="checkbox"/> Real Property Clauses               |
| <input type="checkbox"/> Procurement Forms                 | <input type="checkbox"/> Other Tools and Resources           |
| <input checked="" type="checkbox"/> Procurement Checklists |  |

### Summary of Change:

2 Administrative Changes

(1) BPA Checklist-Changed specific references within T3.2.2.5 like T3.2.2.5A3 to a generic reference T3.2.2.5 throughout the checklist

(2) Contract File Checklist-Deleted the reference to T3.2.6 under Managing Award for Receiving Reports

### Reason for Change:

(1) Updated BPA checklist to make references to sections within AMS more generic in order to streamline updates to the checklist in the future.

(2) AMS Guidance section T3.2.6 (Purchase Card) is being deleted for the October update. Therefore, all references to T3.2.6 in the checklist are no longer required.

**Development, Review, and Concurrence:** AAP-110

**Target Audience:** FAA Acquisition Workforce

**Briefing Planned:** No.

FAST Version 10/2023

CR 23-120

p. 1

**ASAG Responsibilities:** None.

**Section / Text Location:** AMS Procurement Guidance-Procurement Checklists

**The redline version must be a comparison with the current published FAST version.**

☒ I confirm I used the latest published version to create this change / redline

**or**

☐ This is new content

**Links:** [https://fast.faa.gov/PPG\\_Procurement\\_Checklists.cfm](https://fast.faa.gov/PPG_Procurement_Checklists.cfm)

**Attachments:**

bpachecklist final

contractchecklist final

**Other Files:** N/A.